

Indian Farmers Fertiliser Cooperative Limited
Paradeep Unit

PDP/HR/T.O./2019

December 20, 2019

CIRCULAR

Sub: Regularisation of leave / shift deviation / tour / on duty passes for the year 2019

The leave account of employees requires to be closed as on December 31, 2019 so as to calculate and credit Earned Leave / Sick Leave and Casual Leave admissible to them for the year 2020.

All the employees concerned are, therefore, requested to submit the following by 05.01.2020 positively so as to regularize their attendance accordingly before processing data for calculation of leave admissible for the year 2020.

1. Leave applications, if not submitted, for the leave availed on or before 31.12.2019.
2. To regularize deviation on account of shift changes allowed to the employees on or before 31.12.2019.
3. To submit tour programmes / on duty passes for outside duty performed on or before 31.12.2019.

All the employees concerned are requested to ensure regularization of their attendance before 05.01.2020 positively in their own interest.

Amall
20/12/19
Abhay Kumar Mall
DGM(P&A)

Distribution:

Sr. General Manager, - for kind information
GM(F&A)/JGMs/DGMs/Sec-Heads
AM (Coord.) to Sr. GM
Notice Boards